Connect to Your Career

2-4 Security Plan

1. Use the example in this text and the template on the following page to create your own personal computer security plan. Personalize the form to fit your own needs. Add provisions for your mobile devices also.

2. If you have not already done so, create a hard-copy document of your passwords. Include all the documentation that is necessary to protect as well as recover your passwords. DO NOT write the information on this document. Create a separate document and put in a safe place.

3. Save your Word document as *FirstnameLastname*\_SecurityPlan.docx (i.e., JohnSmith\_ SecurityPlan.docx).

Security Checklist

|  |  |
| --- | --- |
|  | Secure passwords created |
|  | Antivirus protection software installed and running |
|  | Data back-up completed |
|  | Internet browser updated |
|  | Security settings set to high |
|  | Windows automatic updates in on position |
|  | Pop-up blocker turned on |
|  | Suspicious e-mails deleted |
|  | Unknown links avoided |
|  | Cookies deleted  |
|  | Firewall turned on |
|  | Wireless router password set |
|  | Flash drives checked for viruses before using |
|  | Disable automatic wireless connections  |
|  | Caution used when using public hotspots or wireless connections |
|  | Privacy settings on for social networks  |
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